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22 MAY 1962

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MEMORANDUM FOR: Chief Administrative Staff, [ ]  
Mr. [ ]  
Chief Administrative Staff, [ ]  
Mr. [ ]

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SUBJECT : Use of Vouchered Funds Imprest Funds

1. This memorandum has been prepared for the purpose of confirming discussions between [ ] and the undersigned on 17 May 1962 relative to the utilization of the existing vouchered funds imprest funds in the custody of [ ] for petty cash expenditures incurred by personnel in Mr. [ ] office.

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2. It was agreed that effective 1 June 1962 personnel assigned to [ ] who are physically located at 1717 M. Street, N.W. would, after approval of petty cash expenditures by an approving officer in their own component, be paid for such expenditures from the vouchered fund imprest fund maintained by [ ]. In order to process this additional activity it will be necessary for [ ] to increase his imprest fund from \$50 to \$100.00. Since this imprest fund has already been approved in the amount of \$100 this should be accomplished by requesting the additional \$50 from the Fiscal Division Disbursing Officer. [ ] would continue to process accountings for his imprest fund in the normal manner.

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3. When rendering his imprest fund accounting for May 1962 [ ] will refund the balance of undisbursed cash on hand to the disbursing officer. He will also request that the proceeds from his final accounting be applied to liquidate his outstanding advance with the disbursing officer.

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**SUBJECT: Use of Vouchered Funds Against Funds**

4. It was also agreed that the arrangements described above would be made on a trial basis for two months and that the authority for Mr. [ ] imprest fund would not be cancelled until the end of this trial period and then only if agreeable to Mr. [ ]

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[ ]  
Member,  
Technical Accounting Staff

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**CONCUR:**

22 MAY 1962

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[ ] A/Chief  
Fiscal Division

Date

**Distribution:**

Orig. & 1 - [ ]  
1 - [ ]  
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**FILE - M-20**

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**TAS:** [ ] ; vas (21 May 1962)

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